11/9/90
From: David
To: Kelly, Keith, Lori
Re: Overview sketch of cataloging process

The cataloging process will begin by converting the index files we have which are already in electronic form. These include:

WER magazine index files 1985-89
Book index files: EWEC, Signal, Fringes, Ecolog
Electronic WEC: data fields from the CD-ROM

This will give us certain basic data

title
author
publisher and/or vendor
domain
location (publication) of our review
our assigned subject headings Reviewer

The first big job is to convert the different formats where the data currently resides into a communication format that can be downloaded into an interim Filemaker database.

Next we create a standard Filemaker database format into which the data from the previous files can be input (automatically).

After clean-up (consolidating duplicate entries etc.) separate data files providing acquisition (publisher address & phone) and consumer (price, vendor address & phone) data can be created with linking fields tied to the main database.

Having Books in Print on CD-ROM will facilitate this process.

A system of this type will serve a couple of immediate purposes in addition to the general library database:

a) Access update for the CD-ROM for Brøderbund
b Access update and bibliography for Restoration Book for Ten Speed Press

By designing the systems required to accomplish these tasks with the ultimate library database in mind, we can obtain partial funding from Brøderbund and Ten Speed. Since their interest is strictly limited to obtaining the updated information required for these two publications, further funding will be necessary to take advantage of this opportunity to get a head start on compiling much of the data that will make up the library catalog.

The resulting database will allow us to sort the files by title, as well as by our domains but will *not* have standard library bibliographic data (Dewey Decimal Numbers, Library of Congress Numbers & LC Standard Subject Headings). The hardware, software (Bibliofile, Inmagic) and personnel costs couldn't justifiably be charged to the Brøderbund or Ten Speed projects.

The first step in any link-up with the Marin County Library therefore would be in the form of hard-copy output from our database, perhaps sorted by domain making their patrons aware of our recommendations. At a later date, after the standard library bibliographic data is incorporated into the database, we would be able to more fully integrate with the systems the County Library uses — perhaps as part of their electronic catalog, giving them the ability to cross-reference our holdings with theirs.

Earlier issues of the magazine (pre-1985) will have a lower priority at this stage since they are not indexed electronically and will require more hours of data entry to compile the basic data records.

It wouldn't be until the cataloging is complete (or at least the 1985 to present holdings) that we would begin actually handling the books, sorting by domain, shelving etc.